

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #23-09

CLOSING DATE: CONTINUAL UNTIL FILLED.

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Office Assistant 2
Locations:	New York State Division of Military and Naval Affairs (DMNA): Stratton Air National Guard Base – number of vacancies – 1
Salary Grade:	SG-9
Salary Range:	Current Start Rate: \$39,022 Job Rate: \$47,968 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>Working under the supervision of senior staff, Office Assistants perform office support and clerical work to meet the requirements of agency programs. Such work may consist of but is not limited to: performing data entry; math or calculations; mail, supply, and inventory functions; keyboarding and other document preparation tasks; answering telephones; completing forms; assisting customers; creating or assisting in the preparation of reports, charts, graphs, and tables; and performing other related activities.</p> <p>Office Assistants 2 perform all duties of the Office Assistant 1; and may supervise Office Assistants 1 and other subordinate staff such as interns, and/or directly perform the more difficult or complicated clerical processing and office support work for which substantive knowledge of the program area is required. Office Assistant 2 positions perform complicated clerical and office support activities that require substantive knowledge of the program and/or of the program’s governing laws, rules, or regulations. Such laws, rules, or regulations may be subject to frequent change. Incumbents typically handle sensitive applications, requests, or inquiries in which management or executive staff may be contacted or interested. They process requests that do not meet normal parameters and may require additional research and consultation with higher level staff. They also perform activities that may require coordination with internal or external parties such as coordinate meetings and travel activities. The Office Assistant 2 will be expected to have</p>

more advanced computer skills and knowledge. The Office Assistant 2 is expected to perform tasks with considerable independence.

The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the collective bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to State and/or Federal supervisory personnel.

Assignments may include but are not limited to the following:

Mail and Supply

- Receive, pick up, deliver, open, appropriately record, time stamp, sort, and distribute mail, e-mail, or other forms of correspondence or communication, or goods, materials, or stores.
- As directed, pick up, deliver and process packages, agency paychecks or awards from the Executive Chamber, other state agencies or vendor locations.
- Maintain files, correspondence, documents, records, materials, and stores pursuant to guidelines. Process outgoing mail, to include mail preparations (stuffing and sealing envelopes, applying postage), utilizing State and Federal meters and obtain postage meter readings as required.
- Process incoming/outgoing mail/packages – certified, registered, ground, overnight or other carrier options; maintains proper tracking procedures for same.
- May communicate with outside vendors, agencies or private carriers.
- May operate a motor vehicle to pick up and deliver mail, or other forms of correspondence or communication.
- Receive, unload, unpack, sort, store, count, and distribute goods received, following established procedures.
- Advise supervisors upon receipt of damaged goods or incomplete or incorrect shipments process/address according to agency procedures.
- Issue and may deliver goods from stock according to procedure.
- Agency-wide distribution of printed materials and bulk mailings to all State and Federal employees in accordance with formulas listed in DMNA Pamphlet 25-31 or other agency directives.
- May package goods for shipment.
- Take periodic physical inventory and maintain perpetual inventory records.
- Keep shelves and stock clean, neat, and in proper place.
- Maintain various listings for mail service purposes.

Performs other duties as assigned.

General Office Support

- Answer questions from and provide information to various parties regarding agency activities, transactions, and procedures. Refer inquiries as necessary.
- Operate various communication systems such as telephones and computers; and keep records of such communications.

- Operate, and perform basic cleaning and maintenance on office machines and equipment. Clear paper jams in copiers, scanners and printers; replace toner cartridges; and clean keyboards and screens.
- Schedule appointments, meetings, and travel using various office tools.
- Perform routine processing activities, including checking forms for completeness and accuracy.
- Type, proofread, review, and correct correspondence, documents, records, and other written material.
- Make appropriate corrections for format, accuracy, and validity.
- Assist in gathering or compiling data for reports, graphs, charts, tables, or other products.
- May create graphs, charts, or other visual aids to display data.
- May also prepare routine reports or assist others in the preparation of reports, following established guidelines.
- Transcribe hand-written materials.
- Maintain, update, and correct records and files.
- Receive, screen, review, and verify documents, forms, applications, claims, and other documents for completeness, content, and accuracy.
- Establish new files in accordance with procedures to include coding and numbering forms, creating folders, and compiling relevant material.
- Enter and retrieve data and information from computerized systems.
- Verify data previously transcribed or entered to detect errors.
- Perform various clerical or office assistance tasks such as scanning documents, and verifying accuracy of data from scanned documents.

Calculations

- Maintain basic financial, accounting, and/or statistical records via paper and electronic records.
- Perform calculations and computations, primarily on computers and calculators, using known and standard formulas and methods.
- As needed and directed, contact various internal and external parties to obtain information.
- Utilize required software systems to track, maintain and process records and information.
- Prepare, process, review, and record numerical transactions and records. This activity may include: processing bills and vouchers; reviewing or auditing calculations or statistics; process purchasing requests and purchase orders; or disbursing or receiving items of values such as cash or vouchers, including, for example, such tasks as calculating and collecting fees or processing credit card transactions.

In addition to the above, assignments may include but are not limited to the following:

- Develop, maintain, and update database programs and methods of data analysis for, agency programs - primarily work orders (iEMS), supply / inventory (iEMS), and state purchasing (SFS).
- Monitor and evaluate data for deficiencies and assist in correcting problems

asthey relate to work orders, supply/ inventory, and state purchasing (SFS)

- Collect, tabulate, and analyze data as it relates to work orders, supply / inventory, and state purchasing (SFS)
- Draw conclusions from analyzed data to make appropriate recommendations related to work orders, supply/ inventory, and state purchasing (SFS)
- Assists in the preparation, review, evaluation, and analysis of a variety of reportsand other documents specific to the assignments related to work orders (iEMS),supply / inventory (iEMS), and state purchasing (SFS)
- Liaison with various agency program staff and other state, local, and federal agencies for iEMS work orders (fed), iEMS inventory (fed and state), and state purchasing through SFS (fed and state)
- Constant communication with various individuals to field questions, elicit and convey information, and resolve issues.
- Respond, in various forms (verbal and written), to questions from the general public or others concerning the operation of the unit or program area and/or to explain and interpret agency rules, regulations, policies, or procedures.
- Resolve complaints and work problems such as settling complaints from difficult clients or concerns/conflicts between subordinate employees.
- Interview clients to obtain detailed information to perform such tasks as completing forms, records, or documents. Determine the appropriate course of action based on that information.
- Based on established guidelines, standards, procedures, laws, rules, and regulations, evaluate documentation and, pursuant to that evaluation, issue permits, licenses, and other official permissions; and/or perform an initial assessment of applicant eligibility for program services or for the validity of claims.
- Explain reasons for agency determinations.
- Contact various persons to obtain information to make proper determinations.
- Contact clients, applicants, and others to set up interviews, hearings, or similar interactions.
- Determine and collect fees.
- As directed, prepare and administer probation reports or annual performance evaluations for subordinate personnel; regularly evaluate the quality, quantity and timeliness of work.
- In accordance with directives, set operational hours and establish work schedules for personnel in the unit, evaluate and approve leave.
- Ensure compliance with all personnel policies and procedures.
- Gather, compile, and prepare data from manual or automated files and other sources for various reports, publications, records, or other external or internal communications.
- Write responses to correspondence or memorandum as directed.
- Review forms and applications and make appropriate determinations.
- Coordinate arrangements for meetings, courses, and other gatherings to include arrange for rooms, take attendance, and insure appropriate materials and equipment are available.

	<ul style="list-style-type: none"> • Assign work to staff and assure necessary coverage for assignments and office. • Provide subordinate guidance and instruction concerning task assignments – such as document preparation, processing materials, and maintenance of records. • Provide subordinates with standard formats for the preparation of documents and reports using available software packages. • Provide training for the performance of duties, use of work equipment and office and agency procedures. • Other duties as assigned.
Job Requirements:	<ul style="list-style-type: none"> • Basic knowledge of applicable rules and regulations associated with unit assigned, to include rates of the US Postal Service and other applicable carrier requirements. • Basic knowledge of the rates and services provided by private carriers. • Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word, Excel, electronic mail (e-mail) and internet searches such as for postal/carrier information or supply products. • Must be able to sit, stand and/or walk for extended periods of time. • Must be able to push, pull, lift and carry heavy objects and equipment (minimally 50 lbs) as part of daily activities. • Must have good verbal and written communication skills; be able to clearly and concisely prepare written documentation related to mail receipts and notification, etc. • Ability to read and write in English. • Ability to work independently with minimal supervision as well as with other individuals in a project/team setting. • Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel, and the public. • Ability to follow directions, ensure follow through and completion of assignments and seek assistance or report concerns when needed. • Ability to prioritize assignments and be productive in a fast-paced, multi-faceted work environment. • Ability to work with data and information with attention to detail and minimize errors. • May be required to work outside in various temperatures and inclement weather for extended periods of time. • May be required to work comfortably at heights such as climbing ladders, platforms and lifts. • Demonstrate reliability and trustworthiness. • Will complete and attend training as required. • Periodic overtime may be required • Periodic travel may be required using various modes of transportation. • Performs other duties as assigned. <p><u>Office Assistant 2</u></p>

	<ul style="list-style-type: none"> • Must be able to supervise and train subordinate personnel. • Must be able to lead, coach and train other personnel and clients on procedures related to mail/supply unit, stores, clerical operations, or other requirements of unit assigned. • Must be able to assign work and projects and ensure proper compliance with policies and procedures. • Must be able to compile, reconcile and prepare complex documentation such as financial and budgetary data worksheets. • Must be able to work with confidential data in a responsible and professional manner to include payroll and benefits information.
Minimum Qualifications:	<p>One (1) year of permanent service as an Office Assistant 1, or other clerical title allocated to a State Grade 6 or higher. Must be proficient in Microsoft Office Word and Excel.*</p> <p style="text-align: center;">OR</p> <p>Four (4) years of full time experience in a clerical, secretarial, office administration or mail/supply position performing tasks such as bookkeeping, accounting, telephone communication, preparation of correspondence, file management, scheduling of meetings, data entry, mail/supply unit coordination, and/or similar duties. Must have some supervisory experience.</p> <p style="text-align: center;">AND</p> <p>Must be at least 18 years old and have a High School Diploma or GED.</p> <p>Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command.</p> <p>Must be familiar with Microsoft Office Word and Excel.**</p> <p>Required to have or successfully complete within 90 days of receiving computer access, all Statewide Financial System (SFS), Statewide Learning Management System (SLMS) and other computer training as related to position duties.**</p> <p>In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed – dependent on current regulation, a SECRET clearance may be required.</p> <p>* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate a combination totaling at least four (4) years of experience, including supervisory experience, computer proficiency and direct relevance to the job duties noted above. [Note:</p>

	<p>Supervisory experience may be waived for Office Assistant 2 qualification when the requirement is not applicable for the hiring Directorate.]</p> <p>** Should related regulations, procedures and requirements change, additional training and/or certifications may be required.</p> <p>At all times, the employee <u>MUST</u> maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.</p> <p>NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for current information on minimum requirements for appointment. Please contact State Human Resources Directorate for any further information regarding the position requirements.</p>
How to Apply:	<p>To be considered for interview, submit a cover letter and resume. In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying. <u>Ensure to clearly note how you meet the minimum qualifications for the position.</u> Please be certain to note your specific license or certification to meet requirements.</p> <p>If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.</p> <p>Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.</p> <p>E-mail to: <u>ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil</u> FAX to: (518) 786-4969 For Questions: (518) 786-4830</p> <p>Mail to: New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications</p> <p>POSITION WILL BE POSTED UNTIL FILLED</p> <p>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</p>
Subject of Interview:	<p>ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET</p>

	<p>THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.</p>
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	<p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
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<p>POSTED: FEBRUARY 24, 2023</p>

STATE VACANCY ANNOUNCEMENT #23-09

New York State is an Equal Opportunity/Affirmative Action Employer.